

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITIES

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

MEDICAID TRANSPORTATION CONTRACT MONITOR

Role Title: Program Administration Specialist II

Position #00658

Pay Band 5, Level II - Hiring Range: \$41,778 - \$63,000

Closing Date: August 18, 2014

Exciting opportunity in Program Operations Division for an experienced professional to provide program support for the Virginia Medicaid Transportation Program. This position has primary responsibility for assisting with implementation, performance evaluation, and monitoring of the non-emergency medical transportation brokerage contract, oversight of the emergency ground and air ambulance provider network, arranging out-of-state Medicaid trips, and troubleshooting claims for reimbursement. The incumbent also reviews transportation complaints to identify and resolve safety, quality assurance, and training issues. The successful candidate must have comprehensive knowledge of human services transportation for meeting the health care needs of the elderly, children, people with disabilities, and individuals with special health care requirements. Requires considerable experience in contract monitoring and project management of human services transportation operations. Must have considerable experience interpreting federal and state rules and regulations governing the administration of Medicaid and related programs. Requires proficiency using VAMMIS, computer-based spreadsheets, word processing, data management, data analysis, and the Internet. Must have demonstrated ability to organize and prioritize work assignments and work independently. Requires demonstrated ability to conduct training, prepare reports and deliver oral presentations to the agency and the public. Graduation from an accredited college or university with major study in health, business, human services transportation, or public administration is preferred. Related contract monitoring or human services transportation experience may be substituted. Some state travel is required. Position is required to complete a Statement of Economic Interests annually.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA